

JUL 28 1955

MEMORANDUM FOR: Chief, Management Staff

SUBJECT : ORR Records Control Schedule

1. The proposed Records Control Schedule for ORR, which was prepared by [REDACTED] of the Management Staff in collaboration with the units of this Office, is submitted for approval. 25X1A9a

2. With respect to certain items on the schedule, this Office assumes that the recommended destruction of reference publications, i.e. OGI Handbooks, OO Reports, etc., will meet with no objection on the part of the issuing Office. ORR, for its part, has no objection to the destruction of reference publications prepared by this Office, such as RR Reports, when the receiving Office has no further need of them.

3. This Office would like to take this opportunity to commend Mr. W. [REDACTED] on the manner in which they conducted the survey and on the results of the survey. They were pleasant, sincere, and very helpful. In addition, they generated a good deal of interest in the Records Management Program in ORR and were well received throughout the Office. 25X1A9a

[REDACTED]
Assistant Director
Research and Reports

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St/A/RR

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[REDACTED] twe
(27 July 1955)

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